

## **Volunteering role for Trinity Methodist Church**

**Position title:** Church steward

**Main responsibilities:**

- To facilitate and oversee all aspects of worship activities at the church, including ensuring visiting and regular preachers are welcomed and there are clear processes in place for their role to be fulfilled
- To ensure children are brought into the church from Sunday Club, near the end of the service
- To deal with any unusual circumstances that might occur
- To attend Church Council and possibly Chelmsford Circuit meetings (noting that stewards become trustees of Trinity Church and some may be voted to be church representatives of the circuit)
- To undergo such training as, from time to time, is deemed appropriate for the effective, and/or statutorily necessary, fulfilment of the role
- To work towards taking on a lead role during their third year in post

**Time allowed to fulfil the role:**

- Stewards are on a rota and are responsible for approximately one service in every three, along with one other steward. They arrive well before the service is due to begin and, if necessary, unlock. They ensure that the premises are locked, if necessary, after the service. They could, thus, be on the premises for two hours or so.
- Stewards may be invited to do extra duties for "one off" events, such as funerals and weddings.

**Main contacts:** Jeff Green

**Skills needed:**

- Willingness to be a facilitator.
- An element of adaptability.
- Good at working with others.
- Being at ease with all worshippers

**Enjoyable benefits:**

Good to feel that, by taking on the role, worship is enhanced and appropriate for all who attend.